



# Revision Conference Planner

Revision conferences are opportunities for students to receive feedback on their writing drafts either from a teacher or a tutor/volunteer. Ideally, students would be able to meet one on one to conference. The revision conference planner can be used to help facilitate the conference meeting or be used as a written feedback tool. It should help the student to make changes in their writing to improve content, organization, style, and conventions. Students make changes on the writing by crossing out, rearranging and inserting new words, sentences, and paragraphs.

## Revision Conference Questions/Guidance

### Questions For Revising:

- Who is your audience? Does your writing fit the text purpose, e.g. narrative, informational, or argumentative?
- Is this writing organized? Does it have an introduction, middle, and end?
- Are there details you need to add or delete? Is it on topic?
- Are all of your sentences the same, e.g. variety of sentence structures? How do your sentences begin and end? Can you combine sentences to make them longer?
- Are there strong verbs, interesting adjectives, or figurative/technical language?

### Guidance for Obtaining and Giving Feedback:

- Ask student: What did you need help with? What do you have questions about?
- Ask student: What did you think you did well?
- Tell student: What I like about this piece (Give specific examples)
- Tell student: What do I want to know more about (Give examples)
- Tell student: What you can improve (Give specific examples: Words, phrases, sentences, paragraphs?)



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<b>Revision Conference:</b>	<b>Program or Class:</b>
<b>Date:</b>	<b>Student Name:</b>

√	Stage	Student Responses	Teacher Notes
	<p><b><u>Review &amp; Question</u></b> Read and look over the student's writing. Describe Student's Writing Task and Goals. Ask questions for clarification.</p>		
	<p><b><u>Compliment &amp; Support</u></b> Give positive feedback on elements of student's writing</p>		
	<p><b><u>Decide &amp; Teach</u></b> Give constructive feedback on improving elements of student's writing. If needed, give guided practice using examples.</p>		
	<p><b><u>Take Next Steps</u></b> Develop goals or plan for improving writing for next time.</p>		

\*Based on Writer's Workshop Framework, developed at the National Reading and Writing Institute, Teachers' College of Columbia University